



## JOB POSTING

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### **POSITION & LOCATION: COMMUNITY ENGAGEMENT SPECIALIST**

#### **QUALIFICATIONS:**

- High school diploma or equivalent.
- Must be physically able to lift, carry, and move persons served or items in the work environment in a safe manner.
- Must satisfactorily pass a post-offer medical Physical Demands Analysis and consistently maintain ability to pass such testing.
- Possession of or the ability to obtain a valid First Aid/CPR certification
- Satisfactory Abuser Registry, Web-database and criminal background checks as defined in OAC 5123:2-2-02.
- Maintain the ability to pass a drug screen.
- Possess and maintain a valid Ohio driver's license with less than six (6) points on record at any time.

#### **DUTIES:**

- Provides opportunities for community inclusion, enhanced independence, relationship building and engagement in meaningful activities that are person-centered.
- Provides direct support in a team-oriented work environment, sets up chosen in-house activities, plans and implements person-centered community inclusive opportunities. Prepares for activities prior to arrival and after departure of persons served by developing activity opportunity calendars and gathering materials needed to implement the day's activities. Provides necessary personal care and effectively manages individual activity funds per departmental guidelines. Maintains supplies and materials for day-to-day services and notifies the supervisor of any inoperative equipment or needed materials or equipment.
- Informs the coordinator or director about persons served and departmental issues respectively. Provides assistance to persons served to work towards outcomes and support considerations as outlined in the Individual Service Plan (ISP) and documents services rendered as required. Provides support to individuals as needed for them to effectively participate in day-to-day activities and services offered to focus on each person's unique skills, priorities, abilities and preferences. Assists in assessments, suggests referrals as appropriate and works closely with the Community Engagement Coordinator to ensure that appropriate services and supports are rendered.
- Assists Transportation staff in loading and unloading of buses upon arrival and departure at agency premises as needed. Maintains safety and order at all times. Supervises community outings to ensure the safety, security and comfort of those involved. Upholds a positive presence while building relationships in the community with persons served.
- Staff may be required to provide Vehicle Operator Assistance on either morning or afternoon transportation routes or be Vehicle Operators.
- Accurately and promptly completes required reports, including but not limited to: daily documentation in the BID system related to Medicaid reimbursable services, persons served and employee incident reports, persons' served attendance reports, delegated nursing tasks such as recording appropriately in the MAR, bowel and bladder tracking and monthly weights. Community Engagement Specialists will strive to increase or maintain the highest level of independence that is safely possible for persons served, ensuring the provision of the necessary level of supervision and assistance to persons served.
- Serves as a member of the person's served primary service/support team when requested. Works with persons served and the ISP team to determine what person-centered outcomes and skills are most important in the person's life. Communicates changes in behavior, ability to participate in action steps tied to ISP outcomes, support considerations, medical status or other pertinent information to the Community Engagement Coordinator or director in a timely manner. Encourages and supports self-advocacy and individual choice in day-to-day routines while providing needed support.
- Develops and maintains a positive rapport with persons served, families and co-workers.
- Completes continuing education training relevant to the work environment, including but not limited to Crisis Prevention and Intervention, Delegated Nursing, CPR and First Aid, MUI, Behavior Support Plans and HIPPA.
- Performs other related duties as assigned, including but not limited to: presenting self as an appropriate role model while working on-site and in the community, attending staff meetings and in-services, participating in department-wide group activities such as holiday parties or other celebrations during regular working hours.

**HOURS:** 37.5 hours per week, 7:30 am to 3:00 pm with a half hour paid lunch.

**SALARY:** \$11.10 per hour or more depending upon experience.

**FLSA:** Non-exempt from overtime.

**CONTACT:** To be considered please submit applications/resumes online, by email, US Mail, fax, or by hand-delivery. You may attach a resume; however, the RTI application **must** be completed. The application is available at the RTI offices or downloaded at [www.rtindustries.org/careers](http://www.rtindustries.org/careers).

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